

MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION

Class Code: 000150
Grade 23
FLSA: E

ADMINISTRATIVE SPECIALIST III

DEFINITION OF SERIES:

The Administrative Specialist Series covers positions that perform professional staff support work in two or more functional areas – such as personnel management, contract and grant management, finance and budget management or similar activity – for a work unit within the County Government or entities such as an elected/appointed board, commission or committee. The employee functions as a generalist who is not expected to perform the work associated with training a specific field but may perform ancillary assignments related to those fields.

DISTINGUISHING CHARACTERISTICS:

The Administrative Specialist III provides a high level of administrative and complex clerical support, which varies widely both in subject matter, level of difficulty and confidentiality. This professional advanced level classification is differentiated from the Administrative Specialist II in the diversity and complexity of assignments, greater independence of action, greater impact of the work and greater level of expertise in the area of assignment. Issues addressed by the employee often require solutions that are non-conventional or unique. These positions perform work that cover different professional areas that may include human resources management, accounting, contracting, procurement, etc.

MAJOR DUTIES:

The work of an Administrative Specialist III covers several functional areas encompassing both administrative processes of the County Government and the knowledge of the program areas that are the responsibility of the department/agency to which assigned. Positions are engaged in budget preparation; accounting controls; contract monitoring and administration; personnel administration (e.g., recruitment/placement, classification studies, grievances, promotions and terminations, RIFs, labor relations and training); etc. The employee may also serve as a liaison with other departments/agencies, conducts research on special projects including the analysis of complex data, and may be involved in the planning/coordination of office automation needs.

EXAMPLES OF DUTIES: (Illustrative Only)

- Serves as staff liaison with agencies in the County Government, other government agencies, private groups and community organizations. Conducts research studies and prepares reports requiring the compilation and analysis of data, providing recommendations concerning same.
- Administers and prepares the annual budget under direction of the department/agency head and budget specialists by compiling data for inclusion and writing narrative. Devises fiscal control of expenditures, reviewing and authorizing processing of all purchase requisitions. May defend the department's submission before the County Council.
- Serves as a liaison with the Office of Human Resources in order to administer personnel matters including: recruitment/selection, classification studies, grievances, training opportunities, ETAP funds, position creations, promotions, disciplinary actions, affirmative action, reductions-in-force, reorganizations, awards, benefits issues, etc.
- Support grant and procurement activities by compiling data for inclusion in request for material,

financial and staff resources and writes justification narrative. Develops, coordinates and monitors contracts for the Department/Agency to which assigned, including writing Requests for Proposals and related correspondence, designing departmental forms, and serving as contact person for the administration of contracts; may authorize contract payments.

- Advises department/agency head and other principal managers and employees on administrative policy matters.
- Develops, initiates, and implements new policies, procedures, and forms for office activities, keeping department/division or agency head apprised of changes.
- Establishes work priorities and coordinates activities of other administrative personnel to meet work deadlines and ensure timely provision of administrative support to department/agency personnel.
- Organizes and maintains personnel, statistical, inventory, purchasing and other important records.
- Represents department/agency head at meetings, hearings and conferences.
- Reviews incoming correspondence and prepares appropriate replies to a variety of inquiries; receives, investigates and resolves complaints.
- May research and make recommendations concerning computer hardware and software options to satisfy office automation needs.
- Performs related duties as required.

SUPERVISORY CONTROLS:

The Administrative Specialist III has full technical responsibility for the work and independently determines the approach to be taken and the methodology to be used, and carries out all steps to complete assignments, which often consists of difficult and/or long-term projects. Employees in this class identifies potential problems, resolves most of the conflicts/problems encountered, interprets policy in terms of established objectives, coordinates the assignment with others outside the work unit, and determines the methods, procedures or approaches to be used. The employee may consult with the supervisor on some issues and is expected to keep the supervisor informed of work progress, potentially controversial matters, or far-reaching implications. The results of the employee's work, such as recommendations, completed plans, products or services, are reviewed only from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting objectives.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

The work requires a wide range of knowledge encompassing both administrative processes of the County Government and knowledge of the program areas that are the responsibility and concern of the department/agency or organization to which assigned. Specific guidelines are normally available in the form of County policy such as the Personnel Regulations, Bargaining Agreements, Procurement Regulations, Budget and Finance Guidelines, Administrative Procedures and department/agency operating procedures, as well as federal/state regulations and laws. However, these may not be completely applicable or may not cover new/unusual situations. The employee uses ingenuity and resourcefulness to modify, adapt and deviate from existing guidelines (such as precedents, conventional methods and procedures, and normal practices) or recommend new methods for accomplishing work objectives.

COMPLEXITY:

The employee performs work consisting of various duties covering a wide range of processes and methods, such as those relating to established practices of an administrative or professional field. Assignments are diverse and often require analysis and assessment of unique or nonstandard situations where information is incomplete or contradictory. The work requires making many decisions based on the interpreting of considerable data, planning of the work, or devising the methods and techniques to be used.

SCOPE AND EFFECT:

The work involves planning, organizing, implementing and monitoring a range of assignments in support of a program, project or work unit. The purpose of the work is to ensure that the program/project achieves the desired results. The employee, in consultation with department management and other County staff, identifies resources needed (e.g., material, financial, personnel, etc.), and provides advise on policy and new approaches to accomplish the work. The work impacts a wide range of unit/program activities. The employee works with unit/program/project management to establish criteria, formulate projects and assess program effectiveness. Because the duties are aimed at optimizing the effective and efficient operation of the organization through administrative support, the impact of work is realized throughout the department/agency to which the position is assigned.

CONTACTS:

Contacts are primarily with employees, supervisors, managers, and organizations within and outside the department/agency to which an employee is assigned. These interactions are generally of a cooperative nature with parties working toward mutual goals. The purpose of the contacts is to gather and provide information, resolve administrative problems, address issues associated with the operations of the work unit, and agree on courses of action. The employee provides subject matter expertise, advice, and recommendations in support of unit activities.

PUBLIC SERVICE /ASSISTANCE:

Assistance to the public is incidental to the primary purpose of the job and the employee rarely interacts with the public.

HAZARDS:

The work is primarily sedentary, performed in a typical office setting, and presents no significant hazards. No special measures are taken to control environmental conditions.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Experience: Three (3) years of professional administrative experience related to the needs of the department/agency to which the position is assigned (e.g., budget preparation, purchasing, equipment and material control, work project control, personnel administration, research and development or other related areas).

Substitutions:

1. EDUCATION for EXPERIENCE: Additional education will substitute for the required experience on a year-for-year basis.
2. EXPERIENCE for EDUCATION: Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for year basis.

Licenses, Registrations, Certifications, or Special Requirements: None.

Knowledge Skills, and Abilities:***Considerable Knowledge of:***

- County government organization and structure, County Procurement and Personnel Regulations, Administrative Procedures, collective bargaining agreements, contracting/procurement procedures, budget procedures and processes, and federal, state and local laws and regulations applicable to the programs of the department/agency where the position is located, and the ability to correctly interpret and apply them.
- County Government procedures and the relationships between various County agencies, and County regulations and procedures applicable to the assigned duties of the position.
- Organizational procedures and operations, and skill in analyzing/interpreting their intent and making recommendations.
- Personnel administration practices and procedures related to the management of employees including the Personnel Regulations and Collective Bargaining agreements; accounting and budgetary practices and procedures related to the preparation and control of financial resources, and the operating and capital budgets; County procurement activities including contract development, administration, and monitoring; or similar activities.
- Computer operations and relational database structures and files management and spreadsheet applications.
- The methods, principles and techniques associated with research, data collection and report writing.

Skill in:

- Planning and coordinating the administrative activities of a large organization, evaluating the effectiveness of administrative functions and instituting procedural changes as required.
- Critical thinking skills
- Performing mathematical computations, financial reconciliations, record keeping, and accounting duties, as required by the assigned position.
- Communicating orally and in writing to exchange and/or present information
- Writing correspondence and reports, making presentations, and creating spreadsheets, graphs, charts, maps, and tables.
- Dealing tactfully and equitably with people.
- Personal computers and applications necessary to collect and analyze data and to access and produce budget and procurement documents and changes.
- The use of information technology tools, e.g., MS Word, Microsoft Excel, Oracle, the internet, Crystal Reports, etc.
- Researching, compiling data and preparing technical reports, analyzing and interpreting data, and making recommendations.
- Establish and maintain effective working relationships with others.
- Working under time sensitive demands.

Ability to:

- Oversee the work of and provide guidance to staff involved in administrative support work.

Work Environment:

The work is primarily performed in an office environment and involves normal, everyday discomforts. The work environment is adequately lighted, heated/cooled and ventilated and does not require that the employee take special measures to control environmental conditions.

Physical Demands:

The work requires ordinary physical effort including: sitting using microcomputer equipment, walking, standing, bending, and reaching for or carrying light items associated with working in an office environment. Work does not result in noticeable fatigue.

BARGAINING STATUS: Positions assigned to this class are normally unrepresented.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve months and, if promoted to a position in this class, will be required to serve a probationary period of six months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

PROMOTION POTENTIAL:

This is the highest level of the Administrative Specialist series, and there is no Pre-Defined Vertical Career Ladder beyond the Administrative Specialist III class.

CLASS SPECIFICATION HISTORY:

Class Established: February 1966

Revised: January 1970

September 1974

May 1977

January 1988

July 1989

September 1990

Classification Study: September 1995(M)

October 2007

August 2013

September 2014

Revised (format): October 2018